



Ellisville State School

1101 Highway 11 South ♦ Ellisville, Mississippi, 39437
601-477-5625 ♦ 601-477-5710 fax

Vacancy Announcement

File Clerk CONTRACT POSITION

Position Open: April 11, 2022

Position Close: April 29, 2022

Salary Range: **\$12.00** an hour/**24** hours per week, Monday – Friday, Between the hours of 8:00 am – 5:00 pm.
(Flexible)

Location: Business Services/Payroll

Position Description: Serve as back-up switchboard operator, make copies as needed; prepare new hire packets; label and organize envelopes for semi and monthly checks; write semi or monthly on remittances; complete reconciliations; miscellaneous filing; other duties as assigned.

EDUCATIONAL/EXPERIENCE REQUIREMENTS:

Must have a High School Diploma or GED. Preference will be given to applicant with Administrative background.

Employees of Ellisville State School cannot be considered for this position unless they resign from their current state service position.

Interested applicants can submit an application at the Ellisville State School Office of Human Resources or Win Job Center, Laurel or Hattiesburg, MS. For questions about applying please call 601-477-5625.

It is expressly understood that the above description of job duties and expectations are subject to change based on the needs of Ellisville State School.

Upon contingent employment offer, Contract Workers must complete a background check, pre-employment drug test, and submit documentation of COVID-19 vaccination or an accommodation request related to vaccination status.